

## Instructions for Filing the MassDEP Hazardous Waste Recycling Annual Report

### REPORTING PROCESS

**DUE DATE** The report covering reporting year 2012 is due no later than March 1, 2013

**WHERE TO SEND THE REPORT** Erica Sandler  
Bureau of Waste Prevention/Business Reporting Services & Fiscal Operations  
Department of Environmental Protection  
One Winter Street - 7th Floor  
Boston, MA 02108

**NOTE: Do NOT send the report to the MassDEP regional office.**

**WHO MUST SUBMIT AN ANNUAL REPORT** With the exceptions noted below, facilities that had one or more unexpired hazardous waste recycling permits during any portion of the reporting year are required to submit an annual recycling report covering that year. A report is required even if the facility did not recycle any hazardous waste during the reporting year: in this case indicate zero as amount recycled.

*Exception: No annual reporting requirement for on-site recycling of Class A Regulated Recyclable Materials*

**Annual Hazardous Waste Recycling Reports are not required for on-site recycling of Class A Regulated Recyclable Materials (RRMs) generated solely on-site.** This includes oil/used oil fuel burning in space heaters; solvent recovery in free standing distillation units; silver recovery using stand-alone silver recovery units, parts washers, degreasers, stills attached to degreasers, centrifuges and filters separating oil on-site from non-hazardous waste, completely enclosed systems with no prior storage/accumulation and boilers/burners/furnaces burning on-site generated specification used oil. Note however, if your facility also ships any RRM off-site for recycling, receives any RRM for recycling, or recycles Class B or C materials on-site you must have a permit and submit a report for those recycling activities.

**SUBMIT ONE REPORT PER LOCATION** Submit one report for the entire facility. The reporting forms can accommodate more than one permit.

## COMPLETING THE REPORT

### *PART A: FACILITY INFORMATION*

Please use the preprinted form that was sent to you. Note any corrections. The MassDEP Facility ID is the same as the account number for annual compliance fees.

### *PART B: HAZARDOUS WASTE RECYCLING INFORMATION & PART B CONTINUATION SHEET*

This section covers information about each permitted recycling activity.

- (a) “The Part B Hazardous Waste Recycling Information” (Part B) form has room for information on one permit. **If your facility has more than one hazardous waste recycling permit**, please complete a Part B Continuation Sheet for each additional permit. Note on the continuation sheet that it is for an additional permit.
- (b) The Part B form has room for information on two Regulated Recyclable Materials (RRMs) per permit. You must provide the information on each RRM listed in your permit, even if you did not recycle the material during the reporting year. **If the permit covers more than 2 RRMs**, use the Part B Continuation Sheet for the additional RRMs. Note on the Continuation Sheet that it is for additional waste streams.

The Part B form has room for information on two receiving facilities for each RRM. **If the RRM being reported is sent to more than two receiving facilities** use the Part B Continuation Sheet for each additional receiving facility. Note on the Continuation Sheet that it is for additional receiving facilities.

### *QUESTIONS & ANSWERS*

#### *1. Permit Transmittal #*

This can be found on your permit or your permit application.

#### *2. Expiration date*

Hazardous waste recycling permits expire five years from the approval date unless otherwise specified. They must be renewed on or before that date if your facility continues to recycle.

#### *3. Regulated Recyclable Material (RRM) #1 [12]. Regulated Recyclable Material (RRM) #2*

- (a) Identify the Regulated Recyclable Material (RRM) by name
- (b) Provide the applicable Waste Code. The waste code can be found on your permit/permit application. The complete waste code list can be found on the MassDEP website at:  
<http://www.mass.gov/dep/service/regulations/310cmr30.pdf>  
The list of waste codes is in sections 310 CMR 30.120 and 30.130 of the regulations.
- (c) Provide the applicable Recycling Code. Select from the list below:

RECYCLING CODE	DESCRIPTION
ASP-H	hot mix asphalt plant
ASP-C	cold mix asphalt plant
BLR-OFF	boiler burning off-site generated specification used oil fuel
BLR-ON	boiler burning on-site generated off-specification used oil fuel
BRN-OFF	burner burning off-site generated specification used oil fuel
BRN-ON	burner burning on-site generated off-specification used oil fuel
CNR-OFF	generator sending used oil off-site for centrifuging
FLT-B4	precious metals waste refinery/processor
FRN-OFF	industrial furnace burning off-site generated specification used oil fuel
GNR-B4	generator sending precious metals waste off-site for recycling
GNR-MRK	generator/marketer of specification used oil
MRK	marketer of specification used oil fuel
REU-OFF	generator sending Class A RRM's off-site for recycling/reuse (not for burning)
REU-RCV	facility accepting RRM's off-site for recycling/reuse (except for oil, soil and precious metals waste)
SOI-PRC	soil processing facility
TRS-B4	precious metals waste transfer station
TRN-B4	precious metals waste transporter
TSD-MRK	treatment, storage and disposal facility marketing specification used oil fuel

4. & 13. Is the RRM received from off-site and recycled on-site?

If the answer is YES, provide

- (a) the amount recycled on-site (enter zero if you did not recycle this material during the reporting year)
- (b) the units in gallons (G), pounds (Lb), kilograms (Kg), or tons
- (c) the make(manufacturer) and model number of the recycling equipment

If the answer is NO, proceed to Question 5 (or 14)

5. & 14. Is the RRM generated on-site and recycled on-site?

If the answer is YES, provide

- (a) the amount recycled on-site (enter zero if you did not recycle this material during the reporting year)
- (b) the units in gallons (G), pounds (Lb), kilograms (Kg), or tons
- (c) the make(manufacturer) and model number of the recycling equipment

If the answer is NO, proceed to Question 6 (or 15)

Note:

By answering "NO" to both questions 4 and 5 (13 and 14) you are stating that you generate RRM at your site and send it off-site for recycling. This is the most common recycling practice. Enter the amount you send off-site for recycling in 6a and 6b, 9a and 9b; (15a and 15b, 18a and 18b if applicable)

6., 9., 15., & 18. RRM  
shipped to receiving  
facility

Provide

- (a) the amount recycled off-site (enter zero if you did not recycle this material during the reporting year)
- (b) the units in gallons (G), pounds (lb), Kilograms (Kg), or Tons

7., 10., 16., & 19.  
Receiving facility

Provide

- (a) the name of the facility to which you shipped the RRM
- (b) the city or town and State (or Province if in another country) in which the receiving facility is located
- (c) the receiving facility's EPA Hazardous Waste ID # if the facility is in the United States, or the equivalent registration number if the facility is in another country

8., 11., 17., & 20.  
Transporter used

Provide

- (a) the name of the transporter used to ship the RRM to the receiving facility
- (b) the city or town and State or Province in which the transportation company is located
- (c) the transportation company's EPA Hazardous Waste ID #

*PART C: Certification*

Complete, sign and date the certification statement.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT  
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